

A. EXECUTIVE SUMMARY

Missouri's Fleet Management Program completed a number of initiatives in 2003 aimed at building a solid foundation for the future of fleet management in the State of Missouri. In July 2002, Governor Bob Holden signed legislation officially establishing the Fleet Management Program with the stated purpose of improving fleet management practices in the State of Missouri. The legislation requires the State Fleet Manager to produce an annual report outlining the status of the state vehicle fleet and recommend changes needed to improve fleet management within the state. This report includes details of progress made on the 2003 goals, the current state of the vehicle fleet and fleet management goals for 2004. A history of prior fleet management initiatives is included for reference purposes as Appendix A.

The state's fleet management program is assigned to the Office of Administration, Division of General Services. The program provides the following benefits:

- Serves as a resource for state agencies
- Coordinates statewide fleet management activities
- Monitors agency compliance with the State Vehicle Policy
- Administers the state Fleet Information System
- Pre-approves passenger vehicle purchases
- Reports the status of the state vehicle fleet annually to the Governor and the General Assembly

Missouri state agencies independently manage their vehicles in accordance with state statutes and the State Vehicle Policy. The Office of Administration develops policies with the assistance of agency fleet coordinators.

In 2003, the Fleet Management Program accomplished a number of significant achievements which laid the groundwork for future state fleet initiatives. Notable achievements included:

- Reduced state fleet by more than 969 vehicles since the inception of fleet management efforts
- Implemented a statewide Fleet Information System on July 1, 2003 which provides a means of tracking vehicle assignment, utilization and financial data essential for future fleet improvements
- Instituted a new vehicle preapproval process on July 1, 2003, requiring review of agency policy compliance prior to the purchase of new vehicles
- Developed a *Trip Optimizer* tool to aid state employees in making appropriate travel decisions

Fleet Management Program goals for 2004 include reducing the number of underutilized vehicles, continued evaluation of fleet financing options, further analysis and refinement of state vehicle data and exploration of other fleet efficiency options.